

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO: Chief Payroll Officers  
All State Agencies**

**DATE: December 15, 2008**

**FROM: Marc A. Leonetti  
State Controller**

**SUBJECT: Payroll Sign-Off For Pay Period #13 Ending 12-20-08  
CPO 09-04**

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To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 3:00 pm on Monday, December 22, 2008.**

Payroll accounts can be transmitted on Friday, December 19, 2008 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

MAL/lac

CPO 09-02 PAYROLL SIGN OFF PP #11